

CITY OF LINCOLN

HUMAN RESOURCES ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs professional level human resources duties related to recruitment, examination, selection, equal employment opportunity, employee relations, benefits, classification, compensation and general personnel support; implements and administers assigned program responsibilities; conducts research, analysis and preparation of reports; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Human Resources Analyst I

The **Human Resources Analyst I** is the entry-level class in the Human Resources Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex support assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Human Resources Analyst II and incumbents may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Human Resources Analyst II

The **Human Resources Analyst II** is the full professional level class in which the incumbent is expected to independently perform the full scope of human resources analysis and research on new and current program activities as assigned. This classification is distinguished from the next higher classification of Human Resources Manager in that, the later is responsible for the more advanced duties and acts as the division manager of an assigned function.

SUPERVISION RECEIVED/EXERCISED:

Human Resources Analyst I

Receives immediate supervision from the Human Resources Manager. May exercise functional and technical supervision.

Human Resources Analyst II

Receives general supervision from the Human Resources Manager. May exercise functional and technical supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs duties related to recruitment, examination, selection, equal employment opportunity, employee relations, benefits, classification, compensation and general personnel support.
- Gathers information from employees, departments and outside agencies for personnel information.
- Develops, coordinates and administers the recruitment and examination process, including conducting job analysis, developing recruitment plans and creative outreach techniques to attract a diverse applicant pool; designs and develops job related selection procedures; evaluates employment applications; develops examination schedules; administers and evaluates oral, written, physical ability and performance tests and other assessment instruments; prepares job announcements, employment advertising and other recruitment materials.
- Provides information and advice to employment applicants and the general public concerning employment opportunities and examination procedures.
- Provides information concerning human resources policies, procedures, wage rates and terms of labor contracts to City staff and the public; conducts salary surveys; responds to compensation and classification survey requests; assists in analyzing salary data and preparing related reports.
- Maintains health benefits for City staff, including forms processing and completion, open enrollment and answering all questions from City staff regarding their health benefits.
- Maintains performance reviews for the entire City staff.
- Compiles data for use in a variety of special reports.
- Assists in preparing procedures, written materials, budgets, forms, charts and other materials for distribution internally and externally.
- Assists in coordinating HR activities with other divisions, departments, government agencies and outside organizations; provides technical assistance as needed.
- With guidance assists management staff in implementing discipline procedures; explains and interprets guidelines for management staff.
- Responds to department and citizens complaints.
- Evaluates and reports on employee morale and associated problems.
- Establishes effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Analyst I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Human Resources Analyst I

Two years of technical human resources experience. A bachelor's degree in human resources administration, public administration, business administration or a related field may be substituted for the two years of experience.

Human Resources Analyst II

In addition to the above, two years of experience equivalent to that of a Human Resources Analyst I in the City of Lincoln.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Principles and practices of public human resources administration, including recruitment, selection and employee benefits; legal and professional standards and procedures for the development, administration and validation of assessment instruments; research methods; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes and regulations; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Learn more complex principles, practices, techniques and regulations pertaining to assigned duties; develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes as appropriate; develop and coordinate work programs; maintain accurate records; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.